

Vacancy Announcement

DEPARTMENT OF VETERANS AFFAIRS (VA) INSPECTOR GENERAL

Vacancy Announcement Number: OIG-04-MD-49

Opening Date: 08/30/2004

Closing Date: 09/10/2004

Position: HEALTH SYSTEM SPECIALIST
GS-0671-14

Salary: Base \$74,355 – 96,637 plus locality

Promotion Potential: GS-14

Duty Location: Duty station will be the employee's current location.

One Vacancy

Office of Inspector General, Assistant Inspector General for Healthcare Inspections,
Program Administration and Special Projects

Relocation expenses are not authorized.

WHO MAY APPLY:

Open to current Department of Veterans Affairs Office of Inspector General employees.

MAJOR DUTIES: The incumbent conducts qualitative and quantitative analysis to measure effectiveness and efficiency of changes made in the VAMCs and VISNs due to OIG OHI recommendations from Combined Assessment Programs (CAP) and Hotlines; anticipates solutions needed to guide and support the OHI and initiates and structures statistical data collection and analyses of the impact of OHI recommendations on individual facilities; develops OHI initiatives by structuring evaluative data that determines the efficacy of implemented recommendations and their value to the patient care provided at VAMCs and VISNs; extracts and analyzes data from Departmental database systems, reports and other sources; integrates research based literature into information applied to inspections and case reviews; gathers and analyzes data from the private sector and other nationwide health care networks for benchmarking; develops specific critical levels for benchmarking; develops proposals for studies pertaining to the quality of health care in a changing environment; develops methodologies that lead to improved oversight and program evaluation of VAMCs and VISNs; recommends and develops implementation plans for changes or development of OHI policy and direction to the AIG for Healthcare Inspections.

QUALIFICATIONS REQUIRED:

Applicants must have at least one year of specialized experience performing duties as described

above equivalent to at least the GS-13 level. This specialized experience must have equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position as a health system specialist. Experience is typically in or related to the work of the position described as a health system specialist.

This position requires concentrated hands-on nursing or allied health clinical treatment experience.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Candidates should submit a narrative statement on a separate page(s) with specific responses to the knowledge, skills, and abilities (KSAs) in this announcement. Failure to submit your narrative response to the KSAs for this job may negatively affect your eligibility and/or rating for this position.

1. Authoritative knowledge of qualitative and quantitative evaluation techniques to review, analyze, and evaluate program results and effectiveness at both the individual facility level and from a nationwide perspective.
2. Expert knowledge of administrative and technical programs relating to patient care administrative program and medical documentation requirements sufficient to review, evaluate, and analyze information.
3. Ability to extract data from OIG, VA, and government-wide computerized data sources, evaluate data relevance and integrity, read and interpret statistics, and draw conclusions from various data sources and types.
4. Professional knowledge of the principles and practices related to the management of health care delivery systems required to serve as agency expert on evaluating CAPs, Hotline Reviews, and other OHI review processes and results.
5. Skill in oral communication to negotiate effectively with management at various levels within the OIG, serve as a consultant to agency management officials, and maintain effective working relationships with a wide range of individuals within and outside of the agency.

BASIS OF RATING:

All applicants will be considered on the basis of their education, training, experience, awards, supervisory appraisal, and the Knowledges, Skills, Abilities, and Other Characteristics (KSAOCs) for this position.

PAY, BENEFITS, AND WORK SCHEDULE:

All Federal employees are required by PL 104-134 to have federal payments made by Direct Deposit.

This is a permanent, career-conditional appointment. Selectee will be eligible for health and life insurance, annual (vacation) and sick leave, and will be covered under the Federal Employees Retirement System or the Civil Service Retirement System.

CONDITIONS OF EMPLOYMENT:

As a condition of employment, male applicants born after December 31, 1959, must certify that

they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

Frequent travel may be required.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non-citizens in very limited circumstances where there are no qualified citizens available for position.

Applicants must pass a background investigation. Appointment will be subject to the applicant's successful completion of a background security investigation and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

OTHER INFORMATION:

Applicants must meet time in grade requirements of this position within 30 days of the closing date of the announcement.

Applicants with disabilities will receive consideration for reasonable accommodations in the hiring process for any physical, mental, or emotional impairment. Applicants should submit requests for reasonable accommodation with their job applications and provide supporting medical documentation. The decision on granting reasonable accommodation will be on a case-by-case basis.

Selectee may be required to complete a Confidential Financial Disclosure Report, OGE-450, prior to entering on duty and annually thereafter.

HOW TO APPLY:

Applications may be sent via mail or U.S. Postal Service Express Mail to the following mailing address.

DEPARTMENT OF VETERANS AFFAIRS
OFFICE OF INSPECTOR GENERAL (53F)
POST OFFICE BOX 50760
WASHINGTON, DC 20091-0760

Applications may be sent via courier or commercial delivery service (i.e. FedEx, UPS, Airborne Express) to the following commercial delivery service address.

DEPARTMENT OF VETERANS AFFAIRS
OFFICE OF INSPECTOR GENERAL (53F)
801 I STREET, N.W.
WASHINGTON, DC 20001

Applications submitted by mail must be postmarked by the closing date of the announcement to receive consideration. Hand delivered applications and applications delivered via commercial delivery services must be received by the closing date.

Applications mailed using government postage and/or internal federal government mail systems are

in violation of agency and postal regulations and will not be accepted.

You may apply with a resume, Optional Application for Federal Employment (OF-612), or any other written format you chose. Although we do not specify the format in which the information is presented or require the use of any particular form, there is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for the vacancy. If your package does not provide all the information requested, you will lose consideration for the job. Be sure you provide ALL of the information requested below:

Job Information:

- Announcement Number, title and grade(s) for which you are applying.

Personal Information:

- Full name, mailing address (with zip code), email address, and day/evening telephone numbers (with area code).
- Social Security Number. Giving your Social Security Number is voluntary. However, we cannot process your application without it.
- Country of Citizenship.

If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

Education:

- High School name, city, state and zip code, date of diploma or GED.
- Colleges and/or Universities attended, city, state and zip code.
- Major field(s) of study.
- Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.

Work Experience for each paid or non-paid position held related to the job for which you are applying (do not provide copies of job descriptions):

- Job title.
- Duties and accomplishments.
- Number of hours per week.
- Employers name and address.
- Supervisor's name and phone number.
- Starting and ending dates of employment (month and year).
- Salary.
- Indicate if your current supervisor may be contacted.

Other Qualifications:

- Job-related training courses (title and year).
- Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, typing speed, etc.)
- Job-related certificates and licenses.
- Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.) Do not send copies of documents unless specifically requested.
- If you are applying for Veteran Preference, submit evidence of eligibility, such as a DD-214, Certificate of Release or Discharge from Active Duty, Standard Form 15, Application for 10-Point

Veteran Preference, and the proof requested on the form.

- If you are or have been a Federal employee, please submit a copy of your last Notification of Personnel Action, Form SF-50, and your most recent or last performance appraisal.

Materials submitted, as a part of your application will not be returned.

Failure to submit ALL required documents and information requested by the closing date of this announcement may result in your not receiving full consideration. Applicant's qualifications will be evaluated solely on the information submitted in their applications.

For additional information about this position please contact:

Megan Dreher

202.565.7745

This Department prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited basis applies to all programs.)